

Bank reconciliation – pro forma

This reconciliation should include all bank and building society accounts, including short term investment accounts. It **must** agree to headed "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a basis. Please complete the highlighted boxes, remembering that un-presented cheques should be entered as negative figures.

Name of smaller authority: Adlington Town Council, Chorley

County area (local councils and parish meetings only): Lancashire

Financial year ending 31 March 20xx

Prepared by (Name and Role): Ms Christine Bailey, Clerk and RFO

Date: 18/05/2023

	£	£
Balance per bank statements as at 31/3/23:		
Current Account	1,887.3	
Reserve Account	7,513.4	
Credit Union	5,235.6	
[add more accounts if necessary]		
		14,636.2
Petty cash float (if applicable)		250.0
Less: any un-presented cheques as at 31/3/xx (enter these as negative numbers)		
1805	(250.00)	
1837	(50.00)	
[add more lines if necessary]		
		(300.00)
Add: any un-banked cash as at 31/3/xx		
Net balances as at 31/3/23 (Box 8)		14,586.2